

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SENIOR ELECTION CLERK**

Jurisdictional Class: **Exempt**
Date Adopted: **Unknown**
Date Revised:
Jurisdictions: **County**
Union Status: **Non-Union**
Pay Grade: **7**

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for Elections office operations that have evolved over time. The work is carried out utilizing computer programs, and digitization procedures. A Senior Election Clerk is a trained Election inspector. In addition, the work required is moderately difficult and involves varied clerical procedures, requiring a general understanding of Election laws, office rules, and policies. It calls for the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. For the most part, the work is performed under general supervision. Supervision may be exercised over the work of one or more clerical assistants.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serve the public in the office and over telephone. Answer election and registration related questions; Insure accuracy of registration information, determine status-new, duplicate, enrollment change or change of address- and appropriate district;
Enter data on computer, using the accepted numbering procedure, scan signature. Print acceptance card, prepare for mailing to voter, and prepare and mail notice to previous county or state. File new registration form in Central File or up-date existing forms with latest information or changes. ;
Note any absentee ballot requests and file for further attention;
Track and list enrollment changes during the year;
Follows established procedures for cancellation of deaths or moves. Verifies status from postal information, track obituaries of local newspaper, and respond to notifications from family and other counties, states or agencies;
Pull forms from Central File, cancel on computer and on forms, and file in designated area;
Maintain and up-date verification of cancellations during the year, in order to facilitate year-end reporting;
Enter absentee and military ballot information on computer, print label and lists. Stamp ballots and prepare envelopes for mailing in timely fashion. Returned ballots to be recorded and signature verified;
Preparations for General Elections and Primaries- Print and bind poll books. Maintain check-list for materials required for each of the 29 election districts. Collect all required documents, instructions and supplies necessary for each district. Pack bag for distribution to each district. Total preparation time for above requires scheduling approximately 2-3 weeks prior to election;
Return of Election Materials and Canvass Results. Accept and verify that all documents and materials are accounted for. Sort and classify. Re-canvass and correct, if necessary, election totals from each district, including re-canvass of every print-o-matic sheet and of each paper ballot. Participation in final tally of outstanding affidavit and absentee ballots;
Enter last date voted on computer, enter absentee and affidavit votes in poll books. Enter yearly enrollment changes on computer and up-date change on each form in central file;
Verify all cancellations for the year, with appropriate lists. Interfile with all previous cancellation forms;

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Operates various office machines, including copier, computer, and calculator. Proof reads general office correspondence as well as ballots prior to printing or mailing;

Responsible for opening and running of office when deputies are attending conferences and seminars;
Supervision of Election Clerks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to understand and carry out oral and written directions; ability to get along well with others; clerical aptitude; mental alertness; accuracy; good judgment and ability to maintain confidentiality of records.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma
- (B) Certified Election Inspector
- (C) Two (2) years experience as Election Clerk